



## DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CNETINST 1540.7J  
ETIS12  
05 AUG 1998

### CNET INSTRUCTION 1540.7J

Subj: RESPONSIBILITY FOR REVIEWING NAVY OCCUPATIONAL TASK  
ANALYSIS PROGRAM (NOTAP) SURVEY BOOKLETS AND PROCEDURES  
FOR REQUESTING NOTAP AND OCCUPATIONAL STANDARDS (OCCSTD)  
DATA AND SERVICES

Ref: (a) OPNAVINST 1500.69A  
(b) MILPERSMAN 1450100  
(c) NAVPERS 18068F

1. Purpose. This instruction establishes policy and procedures  
for:

a. reviewing NOTAP Survey Booklets by Naval Education and  
Training Command (NAVEDTRACOM) commands and activities in support  
of reference (a), and

b. requesting NOTAP and OCCSTD data required by NAVEDTRACOM  
training programs.

This instruction is a major revision and should be read in its  
entirety.

2. Cancellation. CNETINST 1540.7H

3. Discussion

a. Reference (b) tasks the Commanding Officer, Navy Manpower  
and Analysis Center (NAVMAC) with the following responsibilities:

(1) Conduct occupational surveys via NOTAP.

(2) Process NOTAP data through the Comprehensive Occupa-  
tional Data Analysis Program (CODAP).

(3) Analyze data and present recommended changes to the  
proper sponsor for changes to the occupational structure.

(4) Publish reference (c), Navy Enlisted Occupational  
Standards, as approved by the Chief of Naval Personnel. (Avail-  
able only on CD-ROM and published quarterly by Naval Computer and  
Telecommunications Area Master Station Atlantic (NCTAMSLANT),  
Norfolk, Virginia.)

b. As a major user of NAVMAC's products, we must help them whenever possible. We can perform a valuable function for NAVMAC by reviewing draft NOTAP booklets to ensure the task statements adequately cover the minimum occupational skills for the surveyed rating. Since the personnel assigned to our commands and training activities are both subject matter experts and training specialists, they should provide this review.

4. Policy. Chief of Naval Education and Training (CNET) and Naval Education and Training Professional Development and Technology Center (NETPDTC) are action addressees on the distribution lists for the proposed NOTAP booklets. Commands and training activities also receive copies. Commands and training activities will review their copies upon receipt, make comments, and respond to NAVMAC, with a copy to CNET (ETS13) if they believe CNET attention is warranted.

5. Action

a. CNET. Coordinate the NOTAP program with NAVMAC.

b. NAVEDTRACOM Commands and Training Activities and NETPDTC

(1) Designate subject matter experts to review the proposed NOTAP booklets.

(2) Review proposed NOTAP booklets for adequacy of coverage of the occupational skills of the subject rating. Ensure proposed list of occupational skills reflects the minimum requirements of the rating.

(3) Submit requests for NOTAP and/or OCCSTD services to NETPDTC (N711).

c. Commanding Officer, NETPDTC

(1) Serve as the CNET repository for NOTAP and OCCSTD data.

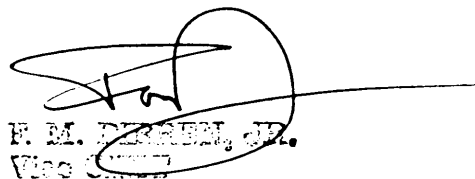
(2) Provide OCCSTD Training Task Analysis (TTA) functions as required to help in determining Course Training Task Lists (CTTL) in support of Navy Training Requirements Review (NTRR). When a NTRR determines that NOTAP/OCCSTD data cannot be used in a CTTL, RTM, or curriculum, document why NOTAP and OCCSTD data was not used and provide copy of documentation to NAVMAC and CNET (ETS).

(3) Prevent duplicate requests for data and services by screening activities for previous requests.

(4) Submit requests for additional NOTAP and OCCSTD data to NAVMAC.

(5) Provide NOTAP and OCCSTD data to NAVEDTRACOM activities as requested by CNET.

6. Data and Services- Contact NETPDTC for information about available data and services by telephoning NETPDTC (N711), DSN 922-1524 or commercial (850) 452-1524.



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Vice Chief

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